

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

25. View/Delete Messages

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| 25.1 | Introduction | This procedure describes how a user can view a message sent to them on the “Message Retrieval Screen” (WF003), and consequently delete the message. |
| 25.2 | Who Performs the Procedure | All CSPS users will be accessing this screen. |
| 25.3 | Initiating the Process | The message screen on WF003 notifies the user about multiple functions concerning their document. Such messages include notification of approval, document review routing, receipt, etc. |
| 25.4 | Accessing the System | From the Main Menu, select Maintenance. From the Maintenance menu, select Admin. From the Admin menu, select “WF003 - Message Retrieval Screen”. Follow the steps below for WF003. |

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- 25.5 Deleting a Message** This procedure describes the steps necessary to delete a message from the WF003 screen after the message has been viewed.

WF003 - Message Retrieval Screen

Message Retrieval Screen (WF003)

MESSAGE FROM	TITLE	PHONE	DATE
JERALDINE, RORSTROM LEI	PROCUR ANAL	301-713-0856	10-FEB-99 1
TEXT ENT NO: 476 RELEASE NO: 0 CHANGE ORDER NO: 0 DOCUMENT IS READY FOR YOUR REVIEW.			
AYNAT, RAVIN	MANAGER	800-555-5555	19-FEB-99 0
TEXT FM041 DOCUMENT NO: 927 RELEASE NO: 0 CHANGE ORDER NO: 0 DOCUMENT HAS BEEN REV			
TOM, GREINER	MANAGER	800-555-5555	10-FEB-99 1
TEXT FM030 DOCUMENT NO: 476 RELEASE NO: 0 CHANGE ORDER NO: 0 DOCUMENT IS READY FOR			
TOM, GREINER	MANAGER	800-555-5555	10-FEB-99 1
TEXT FM030 DOCUMENT NO: 476 RELEASE NO: 0 CHANGE ORDER NO: 0 DOCUMENT IS READY FOR			
TEXT			
TEXT			
TEXT			
TEXT			

STEP	ACTION
1.	Use the “down” and “up” arrows in the toolbar or on the keyboard to view the messages on the screen. To view an entire message description, double click on the TEXT field.
2.	After viewing a message, click the “Delete” icon on the tool bar (the Red ‘X’).

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STEP	ACTION
3.	<p>When the messages have been deleted, select the “Exit” button on the tool bar. A message will appear asking if “you want to save the changes you have made?”</p> <p>Click ‘Yes’ to save changes and exit WF003. Deleted messages will be permanently removed from the system.</p> <p>Click ‘No’ to exit WF003 without saving changes. The messages will remain on the WF003 screen and will be viewable the next time the screen is entered.</p> <p>Click ‘Cancel’ to return to WF003 without saving changes. The messages will remain on the WF003 screen.</p>